

FOR OFFICIAL USE ONLY

DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT AND  
TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 67-3

20 March 1972

Supply

REQUEST FOR ISSUE

This regulation outlines the procedures to be followed when requesting issue of property from Unit Supply.

1. Policy. All group personnel will comply with the procedures outlined to request items from Unit Supply.

2. Responsibility. The Chief of Supply will be responsible for the implementation of these procedures.

3. Procedures. For control purposes, property is categorized in two types - supplies and equipment.

a. Requests for supplies type items will be submitted to Unit Supply on DD Form 1150, Request for Issue or Turn-In. This form will be submitted in two copies with the following entries (ref Atch 1 format):

- Block (1) - Section Title of Requestor
- (2) - Annotate "Unit Supply"
- (3) - Leave Blank
- (4a) - Nomenclature of item and Manufacturer, if available.
- (4b) - Stock number or part number; if unknown, include specifications of item. NOTE: When submitting priority requirement (material required within 15 days) specific justification will be included in this block.
- (4c) - Leave Blank
- (4d) - Enter unit of issue (EA, PR, etc.).
- (4e) - Quantity Required
- (4f, g, h) - Leave Blank
- (5) - Leave Blank
- (6) - Enter specific date material will be needed.
- (7, 8, 9) - Leave Blank
- (10) - Requestor will date and sign request.

Supersedes ATTG Reg 67-3, 20 Oct 69. (For summary of revised, deleted or added material, see signature page.)

OPR: SUP

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b. Requests for equipment type items will be submitted to Unit Supply on SLOE Request form (see Atch 2 for format). This form will be submitted in two copies with the following entries:

Block (1) - Section Title of Requestor  
(2) - Check Depot for Part I, SLOE and Headquarters for Part II, SLOE.  
(3) - Indicate action requested; Issue, Add Authorization, etc.  
(4) - Urgency of request, priority (15 days, less) or routine.  
(5) - Include stock or part number.  
(6) - Nomenclature of item and manufacturer, if available.  
(7) - Quantity required or affected.  
(8) - Include code "R"; leave blank if unknown.  
(9) - Include actual/estimated cost; leave blank if unknown.  
(10) - Annotate unit of issue as applicable.  
(11) - Enter section code from SLOE Listing; leave blank if unknown.  
(12) - Enter specifics as to why item is required (to support end item so and so, etc.).  
(13) - The custodian will sign and enter current date.

c. Unit Supply will review the DD Form 1150 issue request or SLOE request as applicable, assign a control number and return one copy to the requestor for suspense purposes. The material will be issued upon receipt.

d. FAK spares will be issued from stock on an issue recapitulation form located at the Customer Service Counter. In addition, the customer will sign an AF Form 1297, Temporary Issue Receipt, for R coded items (exceptioning initial issues).

e. Requirements for office and janitorial type supplies will be submitted to the Customer Service Counter on a locally devised form (see Atch 3 format).

f. Requests for non-powered hand tools will be submitted to Unit Supply on a locally devised form (see Atch 4 format).

g. Requests for vehicles will be submitted on "SLOE Request Form" and will be approved by the Director of Support prior to submission to Unit Supply.

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(1) Requirements for "OFFICIAL" vehicles will be submitted by the Director of Support to Project Headquarters via message. Once final approval has been obtained, he will advise the requestor to process a Purchase Request (see ATTG Reg 67-2 for guidance). This request along with the SLOE Request will be utilized by Unit Supply to establish accountability on Part II, SLOE.

(2) Requirements for military vehicles will be approved by the Director of Support before the requestor submits the SLOE Request to Unit Supply for processing to Project Depot in accordance with standard procedures.

h. Refill of oxygen and other gas cylinders will be accomplished by Unit Supply. The requestor will insure containers are labeled in accordance with AFM 71-4. The POL Section will be responsible for refill of liquid oxygen carts.



R. A. SCHAMBER, Colonel, USAF  
Commander

4 Atch  
1. DD Form 1150  
2. SLOE Request  
3. Base Serv Store Req  
4. Tool Issue Req

Summary of revised, deleted or added material

Requirement for using DD Form 1150 to request equipment issue/turn-in deleted, para 3a. Procedures for requesting equipment added, para 3b. Procedures for requesting gases updated, para 3h. Attachments 1, 2 and 4 added.

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REQUEST FOR ISSUE OR TURN-IN		ISSUE	SHREK NO.	NO. OF SHEETS	E. REQUEST NUMBER		
		TURN-IN		1			
1. FROM: (1)		6. DATE MATERIAL REQUIRED (6)		7. PRIORITY			
2. TO: (2)		8. VOUCHER NUMBER		9. POSTED	DATE	BY	
3. ACCOUNTING AND FUNDING DATA				DATE	BY		
4. END ITEM IDENTIFICATION	G. NAME AND MANUFACTURER (4a)	b. MODEL	c. SERIAL NUMBER		d. PUBLICATION		
ITEM #	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES b	* CODE C	UNIT QUAN. D	QUANTITY E	SUPPLY ACTION F	UNIT PRICE G	TOTAL COST H
		(4d)	(4e)				
				SHREK TOTAL			
ISSUE — I-Initial; R-Replacement		TURN-IN — U-Unserviceable; S-Servicable		GRAND TOTAL			
10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED		DATE (10)	BY (10)	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN	DATE	BY	

DD FORM 1150  
1 OCT 67

REPLACES EDITION OF 1 JUL 66 WHICH MAY BE USED

★ U. S. GOVERNMENT PRINTING OFFICE: 1966-235-063

ATCH 1

**SECRET** (When filled in)

SLO T ISSUE/REQT IN/ CHANGE REQUEST/ HARD RECEIPT

(Shop);

To: Unit Supply (2) TO: Hqs ( ) Depot ( )

In ( ) Del/Decrease Auth ( ) Loan Only ( ) Receipt ( ) Replacement/ Not Req'd ( ) Document Nr.  
Add/Increase Auth (line out unapplicable entries)

PRIORITY ( ) ROUTINE ( )

Change Request Nr.

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ITEM/PART NUMBER

QTY

ACTION	CTY	ERC	COST	U/I	COLUMN
Fm	(7)	(8)	(9)	(10)	(11)
To					

Classification/Remarks

Requesting Custodian  
(Signature) (Date)

For Approving Authority Use Only  
Received by: (Signature) (Date)

Approved

(Unit Supply)

Disapproved

(Hqs/Depot)

( ) Approved  
( ) Disapproved

ACTION - STORE

SLOC LIST

AF 1120-1

CY TO CUSTODIAN

Signature of Approving Authority  
Comments

Signature of Approving Authority

**SECRET** (When filled in)

ATCH 2

ATTG REB 67-3

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**BASE SERVICE | STORE REQUEST**

(REQUESTER)

**(SECTION)**

(DATE)

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ATCH 3

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EMO TOOL ISSUE REQUEST

(REQUESTER)

(SECTION)

(DATE)

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ATCH 4